

Program Duty Statement

Medicaid Administrative Match

Program Name:	
Program Contact:	Time Survey Contact:
Site:	Division:
Org/Proj Coding	Org/Proj Receiving Revenue
Enhanced/SPMP: Yes No	
<p>The primary duties & responsibilities of the program are</p> <p>The staff consist of</p> <p>To achieve these objectives, the broad functions and activities the staff provide include</p> <p>Examples of some of the Medicaid Administrative Match activities the staff perform include, but are not limited to:</p> <p>Additional activity codes that may be utilized for this program are listed in the document entitled “The Time Survey Activity Codes” in the “Manual for Administrative Match in Local Health Jurisdictions.”</p>	

Medicaid Administrative Match Position Duty Statement

Describe the current duties and responsibilities assigned to a specific position and how they relate to Medicaid. Include the position classification, program or claiming unit name and org/project coding, a brief narrative describing the reporting relationships and functions of the job, the specific assignments or activities performed by the employee, supervision received, and as appropriate, supervision exercised by the position. When duties qualify as a Medicaid Administrative Activity, the proper activity code(s) should be identified following the activity.

When answering yes and no questions, please highlight the correct answer.

Cost Pool #.	Date Initiated/Reviewed:
Job Class #:	Sequence Number:
Program/Site	Org/Proj Coding
Working Job Title	
Name:	Start Date:
Supervisor:	
1. Does this position perform activities that match? YES NO [If Yes , proceed to next box; if No , assign costs to Cost Pool # 3 if non-claimable or proceed to box 3 if support staff.]	
2. Does the position require a skilled professional medical provider? YES NO [If Yes , assign costs to CP# 1; if No , assign costs to CP#2.]	
3. Does this position directly support a skilled professional medical provider and are they supervised by a SPMP? [If Yes , assign costs to CP# 1; if No , assign costs to CP#2 if they do activities that match or CP # 6 if they provide general support.]	
Job Summary:	
Primary Duties & Responsibilities:	
Additional activity codes that may be utilized for this program are listed in the document entitled "The Time Survey Activity Codes" in the "Manual for Administrative Match in Local Health Jurisdictions."	